



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-237

Date: March 30, 2011

1 FAM 270

BUREAU OF INFORMATION RESOURCE MANAGEMENT (IRM)

Changes

1. **1 FAM 270, Bureau of Information Resource Management (IRM):**

In addition to very minor edits for clarity in some sections:

- **1 FAM 274.1-2, Liaison Division (IRM/BPC/CST/LD):** This section has been correctly renumbered. Its text remains the same but, for Web requirements, it is shown in italic dark magenta;
- **1 FAM 274.1-2(A), Overseas Branch (IRM/BPC/CST/LD/OB):** This section has been correctly renumbered. Its text remains the same but, for Web requirements, it is shown in italic dark magenta;
- **1 FAM 274.1-2(B), Domestic Branch (IRM/BPC/CST/LD/DB):** This section has been correctly renumbered. Its text remains the same but, for Web requirements, it is shown in italic dark magenta;
- **1 FAM 274.1-2(C), External Affairs Branch (IRM/BPC/CST/LD/EAB):** This section has been correctly renumbered. Its text remains the same but, for Web requirements, it is shown in italic dark magenta;
- **1 FAM 275.3-5(A), Messaging Operations Branch (IRM/OPS/MSO/MSMC/MOB):** Management responsibilities now include the addition of all the responsibilities (now subparagraphs (6) through (9)) formerly under the Communications Information Systems Branch formerly at 1 FAM 275.3-5 (C), as well as two new responsibilities: subparagraph (10): managing the Defense Messaging System (DMS) Help Desk and subparagraph (11): world-wide management of various State Messaging Archive Retrieval Toolset (SMART) message validation and management queues for the

Department and other agency customers both domestically and abroad; and

- **1 FAM 275.3-5(C), Programming Branch (IRM/OPS/MSO/MSMC/PRG):** This section has been renumbered with the elimination of former section 1 FAM 275.3-5(C), Communications Information Systems Branch (IRM/OPS/MSO/MSMC/CIB), that has been subsumed in section 1 FAM 275.3-5(A), subparagraphs (6) through (9). This branch's title and responsibilities remain the same.

2. Crosswalk for 1 FAM 270:

From Prior Issuance	To Current Issuance	Prior Office Symbol	New Office Symbol
274.1-2(B)	274.1-2	(IRM/BPC/CST/LD)	No change.
274.1-2(B)(1)	274.1-2(A)	(IRM/BPC/CST/LD/OB)	No change.
274.1-2(B)(2)	274.1-2(B)	(IRM/BPC/CST/LD/DB)	No change.
274.1-2(B)(3)	274.1-2(C)	IRM/BPC/CST/LD/EA)	No change.
275.3-5(C)	275.3-5(A)	(IRM/OPS/MSO/MSMC/MCO) and (IRM/OPS/MSO/MSMC/CIB)	(IRM/OPS/MSO/MSMC/MOB)
275.3-5(D)	275.3-5(C)	(IRM/OPS/MSO/MSMC/PRG)	No change.

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Changes are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 270 (CT:ORG-225, 03-05-2010; 77 pages) and insert revised subchapter 1 FAM 270 (77 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-237, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual

are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/OPS/MSO/MSMC)